

2006 WorkFirst Comprehensive Evaluation (CE) Plan Mason County

Shelton's CE process based on the CE Standards.

Flow chart attached

1. Agency Partners

- The local partners participating in the Shelton CE process are the Shelton CSO, Shelton ESD, and the Olympic College.
- The CSO and ESD are in the same building. ESD has provided space for the Olympic College to use when involved with the CE process.
- SCSEP-Senior Community Service Employment Program Participant paid by Title V, will assist us with the coordination of the CE Process. They will be known as the "Engagement Assistant".

2. Positive Prevention and Support Services

- Positive Prevention is conducted in the CSO by the WF case managers on a first-come basis
- DSHS WorkFirst Case Managers provide childcare and support services at the time of the TANF application.

3. CE elements conducted – who, how & where

- Foundation of gathering family information and prepared for referral to CE is done by WF case manager
- CASAS and the Assessments will be conducted by the Olympic College and the ESD staff at the Worksource/ESD office. The client will be escorted by the "Engagement Assistant"
- The "Engagement Assistant" will escort and conduct follow-up telephone calls to the client.

4. CE elements facilitated

- Foundation, conducted by DSHS case manager in a cubicle private setting at the Shelton CSO.
- Education, facilitated by Olympic College staff in a group process at the Worksource.
- Work Skills, facilitated by ES Worksource Counselor in a group testing at the Worksource.
- Employment Plan, conducted by ESD staff and the individual at the Worksource
- Plan Review and IRP Development, the DSHS case manager together with the parent at the Shelton CSO

5. CE foundation

- DSHS case managers will process the TANF application to meet the client's immediate needs, everyday.
- The customer flow is through out the day, cut-off time is 2pm.
- Social Service assessment will be same day referral on an as needed basis.
- Parents' with emergent issues placed in a temporary deferral are tracked in EJAS and monitored daily by the case manager. Communication from the social worker will be daily to insure that parents are re-involved in CE.
- CASAS and CHOICES are offered daily at the Worksource.
- Upon completion of the CE the client is escorted back by the Engagement Assistant to the WF case manager at the Shelton CSO.

6. Enhancements

- Workplace Essentials, offered by ES Worksource
- Mason County Literacy
- Dependable Strengths, offered by DVR
- Orientation and Mentoring by Olympic College WorkFirst Team: This activity would assist clients in transitioning to their educational/vocational activity without being a credit-bearing course.
- Referral for full time GED classes
- Referral to Basic Skills for those needing brush-ups. This class would be intended for any student scoring below the 4th grade level on the CASAS reading and/or math
- Beginning Computer classes, offered by Regional Timberland Library
- EvenStart Family Literacy, an ongoing partnership between Olympic College and Mason County School District.
- Snacks & beverages to keep people connected and stimulate a learning environment

7. Communication and Coordination during the CE process

- Line staff will resolve issues when there are differences with the partners by communicating and staff meetings.

8. Challenges during CE

- During CE start-up the CSO Administrator, WF Supervisor, ES Administrator and Olympic College Advisor will meet once a week to make process improvements. However, staff will be requested as needed.
- During CE on-going phases for process improvement our meetings will be once a month. ..
- We will pro-actively address challenges by communication in emails and staffing.
- Our immediate response to the no shows and for follow-up appointments. The Engaged Assistant will be calling the client to ensure the client feels connected to the program.

Local CE Plan Signatures and Regional Support:

DSHS CSO Administrator – Chuck Wayman

DSHS WorkFirst Supervisor-Yvonne Rivera-Ensley

Employment Security Department Administrator -Roberta Newell

Olympic College Dean/Workforce Development - Mary Garguile

Community Jobs Administrator - Pam Grindstaff

WPS

